United Nations ST/IC/2004/35

Secretariat

1 September 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2005 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2005 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2003/7 of 30 October 2003.

2. The 2005 competitive examination for recruitment to the Professional category is scheduled to be held on 22 February 2005 (written component) and in June/July 2005 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of junior Professional level (P-1/P-2) posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. The total number of posts to be selected for the 2005 competitive examination for recruitment to the Professional category will be up to 10 per cent of the number of staff, other than language staff, that were recruited during the previous calendar year at the junior Professional level (P-1/P-2) after passing a competitive examination.

4. On the basis of these projections of organizational needs, the Central Examinations Board has selected the following occupational groups for which the examination is to be held:

(a) **Administration**, which covers work such as that of administrative officers, budget officers, personnel officers and project management officers;

* Expiration date of the present information circular: 31 December 2005.

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(b) **Finance**, which covers work such as that of accountants and auditors;

(c) **Human rights**, which covers work such as that of human rights officers;

(d) **Public information**, which covers work such as that of information officers and press officers;

(e) **Security**, which covers work such as that of security officers.

Eligibility

5. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Will have had a minimum of five years of continuous service in the Secretariat by 31 December 2004, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 6 below;

(b) Has at least a "fully successful performance" rating in his or her last performance report;

(c) Holds a United Nations letter of appointment valid at least until 31 August 2005;

(d) Meets the minimum eligibility criteria set out in paragraphs 7 to 9 of the present information circular.

6. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2004 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

7. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2005. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Administration**: first-level university degree in public or business administration, commerce, marketing, human resources management or other relevant discipline;

(b) **Finance**: first-level university degree in accounting, actuarial sciences, auditing, business administration (with evidence of having studied modules in auditing, accounting or finance), finance, management (with courses in accounting, auditing or finance) and international business. Any of the following experiences would be an advantage: two to three years of working experience in a business or governmental environment in an accounting, budgeting or financial capacity; two to three years of working experience in a management auditing/consulting firm; or two

to three years of working experience in an engineering or project management capacity evaluating cost/benefit elements or capital project management;

(c) **Human rights**: first-level university degree in law, international relations, economics, social or political sciences, all of which must be with a specialization in human rights. The requirement for a specialization in human rights in any of the above-mentioned disciplines can be waived if the candidate has at least two years' work experience at the national or international level in an area relevant to human rights or two years' work experience in technical cooperation or project management, including budget management;

(d) **Public information**: first-level university degree in communications, journalism, media studies, new media and web design, press and public relations. Furthermore, candidates with a first-level university degree in a field relevant to the work of the Organization (i.e., political science, international relations, modern history, social science, economics or legal affairs), may be considered provided they have relevant working experience in public information as a journalist, television, video or radio producer, web site designer, public relations officer or specialist in new media;

(e) **Security**: first-level university degree in security or in a field directly related to security. Owing to the special technical nature of the occupation of security, at least five years of service as a United Nations security officer in a post with functions directly related to security are also required.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2005 may apply to take the examination in each of the two groups.

8. Staff members who had served in the Secretariat for at least five years by 31 December 1999 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2005 upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2005, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 7).

9. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 5.

Applications

10. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all required documentation to the Central Examinations Board by 22 October 2004. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

11. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

12. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

13. Candidates may be convoked for an oral examination in accordance with administrative instruction ST/AI/2003/7. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

14. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the candidate's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 22 October 2004.

Section I. Personal data

Please type or print legibly.

Last name (family name): | | | | | | | | | | | | | | | | | | |

First name: | | | | | | | | | | | | | | | | | | |

Nationality: | | | | | | | | | | | | | | | | | | |

Sex: F M Index No.:[a] | | | | | | | Category: | | Present level: | |

Type of appointment: Fixed-term: ☐ Probationary: ☐ Permanent: ☐

Expiration or review date: Day: | | Month: | | Year: | | | |

Date of birth: Day: | | Month: | | Year: | | | |

Date of entry in the United Nations Secretariat: Day: | | Month: | | Year: | | | |

Date of latest PAS: Day: | | Month: | | Year: | | | |

Please submit a copy of your latest Performance Appraisal System report (PAS) with your application.

Main language (mother tongue):

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration ____ Finance ____ Human rights ____

Public information ____ Security ____

Duty station: _____

Department/office: _____

(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied for or taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass an examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: [F] [M] Index No.: [ ][ ][ ][ ][ ][ ]

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration ____ Finance ____ Human rights ____

Public information ____ Security ____

Highest educational level:

High school [ ] Post-secondary [ ] BA [ ] MA [ ] Other (Ph.D., etc.) [ ]

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **22 October 2004** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management — Room S-2590A
United Nations Secretariat
New York, NY 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application whenever possible. Where a fax machine is not available, please use the United Nations pouch.

Important: Applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent PAS

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.